

CITY OF MILWAUKIE

CLASSIFICATION: UTILITY TECHNICIAN II

Department: Public Works
Location: Johnson Creek Blvd.

Grade Number: 58
Union: AFSCME

FLSA: Non-Exempt
EEO Category: 7 – Skilled Craft

DESCRIPTION:

Performs moderate to complex journey level installation, maintenance, repair and monitoring activities for City water, storm water, waste water, or streets. Operates a variety of light and heavy equipment to accomplish duties. Responds to emergency situations. Responds to inquiries from the public. This position is distinct from the Lead Utility Technician in that this position does not routinely have lead worker responsibility over other Utility Technicians but may act in charge when the Lead Utility Technician is unavailable. This position is distinct from the Utility Technician I in that this position performs journey level assignments, works under less direct supervision and operates heavy construction equipment.

DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

ESSENTIAL DUTIES AND RESPONSIBILITIES: Any one position may not include all of the duties listed depending upon the area assigned (streets, storm water, waste water, or water).

1. Uses a variety of hand and power-operated tools and equipment such as shovels, picks, hand and small riding mowers, power hacksaw, drills, jackhammer, welders, compressor, portable concrete saws and weed whackers.
2. Operates all divisional heavy equipment as directed including backhoe, loader, dump truck, paver, roller, mower, combination cleaning machine, easement machine T.V. van, hydro-excavator, sander, snow plow, combination truck with trailer, and sweeper.
3. Creates and completes work orders, creates cost estimates, creates and maintains inventory. May send bids out to contractors or vendors for materials or projects.
3. Responds to public inquiries and service requests in a courteous and timely manner; evaluates citizen complaints by on-site inspection. Provides information within scope of knowledge or refers to other City staff. May follow through with written reports.
4. Installs and/or repairs main water, waste water and storm water lines, manholes and catch basins.
5. Locates water system leaks. Lays and aligns pipe, accomplishes hookups; tests installation in accordance with established procedures, and back fills excavation.
6. Maintains rain gardens, lift stations, sanitary and storm sewer.
7. Conducts or assists with mapping of all utility infrastructure including storm, sewer, water, street signs and pavement markings and streets.
8. Inspects sewer lines, cross connections, manholes and sewer system manually or through remote cameras, tests and monitors mains and laterals to confirm connections, breaks, or flow direction.
9. Installs or repairs sewer lines and laterals; backfills; landscapes, and repaves as needed.
10. Operates high velocity jet flusher to clean flush, and restore sewer lines and combination sewer cleaner to clean catch basins, sumps, drywells, French drains, detention ponds, and oil/water separators.
11. Conducts survey of streets, noting problem areas, potholes, cracks and sign damage; performs street maintenance and repair, including hot paving, cold patching, and crack sealing.
12. Maintains right – of – way.
13. Installs water meters and meter replacements. Reads water meters. Installs, repairs, and services fire hydrants.

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14. Collects samples for laboratory analysis, performs field test and lab tests on these samples to ensure compliance with local, State, and Federal laws and ordinances in stormwater and water treatment.
15. Repairs and maintains water and sewer treatment and transfer equipment.
16. Locates water, sewer and storm lines for other utilities.
17. Prepares and maintains electronic logs and records of daily work activity including time, materials, and equipment utilized.
18. Trains new FTE or temporary employees. Gives direction and plans work for seasonal employees.
19. Participates in PW on call program and/or SCADA and EOC (emergency operations) as required.
20. Maintains positive public relations with customers and is responsive to customer needs.
21. Develops safe work habits and contributes to the safety of self, co-workers and the general public.
22. Performs other related duties as required.

JOB SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)

1. **Job Preparation:**

a) **Education:**

- i) High school degree, GED required; Associates Degree preferred; or
- ii) Any equivalent combination of education and experience.

2. **Prior Experience:**

a) **Work Experience:**

- i) Minimum two (2) years prior work experience as a Utility Technician I or equivalent position or
- ii) Any equivalent combination of education and experience.

b) **Necessary Knowledge, Skills and Abilities:**

- i) Knowledge of maintenance construction and repair methods and procedures used in assigned area.
- ii) Knowledge of safety practices and procedures applicable to area of assignment.
- iii) Knowledge of safe and effective operating practices of light and heavy equipment used in assigned area.
- iv) Basic knowledge of and ability to learn about traffic systems, signs, and signals, techniques of flagging and traffic control.
- v) Basic knowledge of and ability to learn to operate heavy equipment and power tools used in public works maintenance operations.
- vi) Ability to perform heavy manual work under confined and uncomfortable conditions.
- vii) Ability to determine appropriate resources needed for a project.
- viii) Ability to interpret construction plans.
- ix) Ability to establish and maintain effective working relationships.
- x) Ability to work as a team member.
- xi) Ability to perform the essential functions of the job.

3. **Special Requirements:**

- a) Must possess, or be able to obtain by time of hire, a valid Oregon or Washington State Driver' License; and either possess or obtain within 6 months of date of hire a CDL endorsement at Class A level and a Tanker endorsement.
- b) Must have OSHA Confined Space and Competent Person Certification, and Traffic control certification.
- c) For positions in the Wastewater and Stormwater divisions must have and maintain the Wastewater

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Collections I Certification.

- d) For positions in the Water distribution area must have and maintain Water Distribution I Certification.
- e) For positions in the water treatment area must have and maintain Water Treatment I Certification.
- f) For positions in the Streets division must have completed a minimum of 50% of level I Road Scholar certification courses.

4. Tools and Equipment Used:

- a) May use but is not limited to any of the following depending upon respective field of operations: dump truck, backhoe, sanders, rakes, service trucks, loader, jack hammer, mower, sweeper, , street sander, roller, paving equipment, waste water equipment, GPS equipment, combination machine, hydro cleaner, air compressor and variety of other hand tools.
- b) Computer, laptop, I Pad and printer, fax machine and copy machines; Computer software including MS based word-processing, spreadsheet, and data base, telephones and 2-way radios.

5. Supervision:

- a) This is not a supervisory classification.
- b) Works under the supervision of an Public Works Supervisor and also receives direction from the Lead Utility Technician.

6. Communications:

- a) Communication is generally routine in problem solving coordinating with crew members, supervisor, and other departments, and answering citizen comments and requests.

7. Cognitive Functions:

- a) Work is performed with moderate level of independence within well-defined policies and procedures yielding some latitude.
- b) Problems encountered can be of moderate difficulty; however, precedent is generally available.
- c) Complexity encountered in safety issues working near other utilities, nature of GPS equipment, waste water pump stations, and force mains which are monitored using telemetry system.

8. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- a) Work is performed outdoors in all weather conditions.
- b) Able to lift up to 50 pounds.
- c) Strenuous physical exertion may be required.
- d) Hazards include work on and around heavy construction equipment, on public roads in traffic, in utility trenches, and confined spaces, exposure to raw sewage, toxic elements, and other hazardous chemicals. (Safety equipment is provided.)
- e) Persons in this classification may be called out in emergency situations at all hours.

9. Resource Accountability:

- a) Accountable for safe operation of heavy equipment.
- b) Has impact on supplies and materials inventory.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job

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change.

Drafted: February 2018
Adopted: